

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 07/06/22

Agenda Date Requested: 07/11/22

Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors

From: David Peterson, Executive Director (dpeterson@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for May 2022.

Staff Summary: The CTA Board will review the invoice listing for accounts payable checks totaling \$80,432.05 and P-card charges totaling \$10,528.03 in May 2022, for possible approval.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Account Activity Statement of Accounts Payable Checks and the P-card charges for May 2022.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Invoice Listing of Accounts Payable Checks & P-Card Statements for May 2022.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
7407200		CTA - EXECUTIVE									
740-98-72-7200-000-500440-000360	CARSONCITYSQUARELLC 2368	0	2022 11	INV	P	5,381.00	051322AF	903096385	2202205	Rent/SWG	
						ACCOUNT TOTAL	5,381.00				
740-98-72-7200-000-500625-000345		CCGhostWalk20220513	0	2022 11	INV	225.00	052722AF	903096692	Leadership Ghost wa		
000724	FIRSTCHOICESERVICES 613543	0	2022 11	INV	P	50.00	051322AF	903096399	202205 Rental		
						ACCOUNT TOTAL	275.00				
740-98-72-7200-000-500710-000071		ALLSTREAM 650	0	2022 11	INV	4.01	052022AF	903096504			
000071	ALLSTREAM 7200	0	2022 11	INV	P	20.03	052022AF	903096504			
							24.04				
						ACCOUNT TOTAL	24.04				
740-98-72-7200-000-500712-001458		NVENERGY 67482002802261-04/22	0	2022 11	INV	166.25	051322AF	903096443	03/30/22-04/28/22	1	
001458	NVENERGY 67482002802279-04/22	0	2022 11	INV	P	100.65	051322AF	903096443	03/30/22-04/28/22	1	
							266.90				
						ACCOUNT TOTAL	266.90				
740-98-72-7200-000-500713-000360		CARSONCITYSQUARELLC 2368	0	2022 11	INV	198.79	051322AF	903096385	2202205	Rent/SWG	
						ACCOUNT TOTAL	198.79				
740-98-72-7200-000-502512-001342		NEVADADEPARTMENTOFTA 202203NVTAX	0	2022 11	INV	7,323.77	052022AF	903096606	202203	NCOT 3/8%	
						ACCOUNT TOTAL	7,323.77				
						ORG 7407200 TOTAL	13,469.50				
7407201		CTA - MARKETING									
740-98-72-7201-000-500349-001050		KPS3 47786	0	2022 11	INV	7,206.25	052022AF	903096573	202204	Creative Con	
001050	KPS3 47787	0	2022 11	INV	P	892.50	052022AF	903096573	202204	WEB/CRM	
001050	KPS3 47788	0	2022 11	INV	P	6,281.25	052022AF	903096573	202204	KCT Virtual	
							14,380.00				
003888	TRESPASSERINC 22-1008	0	2022 11	INV	P	20,000.00	052022AF	903096661	Pre-Production VCC		
						ACCOUNT TOTAL	34,380.00				

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11		PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT/VENDOR	INVOICE							
740-98-72-7201-000-500444-				OFFICE EQUIPMENT RENTAL				
001049 KONICAMINOLTAPREMIER	76091479	0	2022 11	INV P		690.09	051322AF 903096407	05/01/22-05/31/22 D
001049 KONICAMINOLTAPREMIER	76401153	0	2022 11	INV P		2,623.55	060322AF 903096868	06/01/22-06/30/22 P
						3,313.64		
001848 SIERRAOFFICESOLUTION	IN2686148	0	2022 11	INV P		7.16	060322AF 903096935	03/11/22-05/19/22 o
				ACCOUNT TOTAL		3,320.80		
740-98-72-7201-000-500540-				PUBLICITY/SPECIAL EVENTS				
004338 BIKEMONKEYINC	2022-0415	0	2022 11	INV P		23,000.00	051322AF 903096377	Tier 1 Partner
				ACCOUNT TOTAL		23,000.00		
740-98-72-7201-000-500542-				PRINTING/ADVERTISING				
000372 CARSONNOWLLC	0006330	0	2022 11	INV P		400.00	051322AF 903096386	05/05/22-06/04/22
004029 GRAYMEDIAGROUPINC	2418100-3	0	2022 11	INV P		1,667.00	052022AF 903096555	RT 22-01-014 02/22/
				ACCOUNT TOTAL		2,067.00		
740-98-72-7201-000-500544-				NEVADA DAY				
004401 PUREPROMOTIONSINC	20797	0	2022 11	INV P		690.07	060322AF 903096919	IPW & Marketing
				ACCOUNT TOTAL		690.07		
				ORG 7407201 TOTAL		63,457.87		
7407205				CCTA - EVENTS & SALES				
740-98-72-7205-000-500544				NEVADA DAY				
001243 MONARCHDIRECTLLC	22148	0	2022 11	INV P		382.50	060322AF 903096900	Flat Trac Printing
004401 PUREPROMOTIONSINC	20797	0	2022 11	INV P		2,070.21	060322AF 903096919	IPW & Marketing
004401 PUREPROMOTIONSINC	20801	0	2022 11	INV P		654.61	060322AF 903096919	IPW
						2,724.82		
				ACCOUNT TOTAL		3,107.32		
740-98-72-7205-000-500545				MEMBERSHIP / PUBLICATIONS				
004416 TRAVELANDTOURISM	14892	0	2022 11	INV P		160.42	060322AF 903096954	Partial Year Member
				ACCOUNT TOTAL		160.42		
740-98-72-7205-000-500625				OPERATING SUPPLIES				
001865 SILVERSTATEINDUSTRIE	01-06 2201709	0	2022 11	INV P		132.00	052022AF 903096644	Staff Apparel
				ACCOUNT TOTAL		132.00		
				ORG 7407205 TOTAL		3,399.74		

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
7407211	740-98-72-7211-000-500102-001159	MARATHONSTAFFING	140765	0	2022 11 INV P	104.94 052722AF 903096723 Visitor Center Staf
						ACCOUNT TOTAL 104.94
						ORG 7407211 TOTAL 104.94
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						80,432.05

** END OF REPORT - Generated by Chris Kipp **

City of Carson City

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6284	*****6540	STUART WEXLER	7200	052022	Converted	2022/10	1,473.36

GL Effective Date: 04/11/2022 Invoice Date: 04/11/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
46074	ALLIANZ TRAVEL INS - IPW 202	P-CARD OTP VENDOR	1940122346	04/14/2022	04/14/2022	04/18/2022	93.16
46075	DELTA - IPW FLIGHT	P-CARD OTP VENDOR	1940122347	04/13/2022	04/14/2022	04/18/2022	1380.20

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	1473.36

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6424	*****4100	LINDA MACAULEY	7200	062022	Released	2022/11	417.15

GL Effective Date: 05/09/2022 Invoice Date: 05/09/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47170	OFFICE DEPOT - OFFICE SUPPLI	P-CARD OTP VENDOR		05/11/2022	05/12/2022	05/16/2022	7.89
47813	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		05/25/2022	05/26/2022	05/31/2022	99.95
47814	OFFICE DEPOT - OFFICE SUPPLI	P-CARD OTP VENDOR		05/26/2022	05/27/2022	05/31/2022	6.09
48079	FEDEX - IPW SWAG SHIPPING	P-CARD OTP VENDOR		06/01/2022	06/03/2022	06/06/2022	303.22

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	113.93
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	303.22

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6431	*****8725	CHRISTINE KIPP	7200	062022	Released	2022/11	794.86

GL Effective Date: 05/09/2022 Invoice Date: 05/09/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47227	VERIZON - 04/20/22-05/19/22	P-CARD OTP VENDOR		05/10/2022	05/10/2022	05/16/2022	140.10
47591	ADT SECURITY - 05/18/22-06/1	P-CARD OTP VENDOR		05/18/2022	05/19/2022	05/23/2022	53.31
47907	ADOBE 05/20/22-06/19/22 CREA	P-CARD OTP VENDOR		05/21/2022	05/23/2022	05/31/2022	273.95
48142	ADOBE 05/27/22-06/19/22 CREA	P-CARD OTP VENDOR		05/28/2022	05/30/2022	06/06/2022	13.50
48143	KELLY SPICERS - PAPER	P-CARD OTP VENDOR		06/02/2022	06/02/2022	06/06/2022	314.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	96.98
7407200	500710	TELEPHONE		Y-Apprv	N	29.91
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	159.98
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	327.50
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	53.31
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	127.18

City of Carson City

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6455	*****5118	David Peterson	7200	062022	Released	2022/11	7,898.89
GL Effective Date: 05/09/2022		Invoice Date: 05/09/2022					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47357	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		05/09/2022	05/10/2022	05/16/2022	454.82
47973	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		05/23/2022	05/24/2022	05/31/2022	5000.00
48298	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		05/27/2022	05/30/2022	06/06/2022	900.00
48299	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		06/02/2022	06/03/2022	06/06/2022	1544.07
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	7898.89	
6482	*****8237	DEBRA SOULE	7200	062022	Released	2022/11	25.00
GL Effective Date: 05/09/2022		Invoice Date: 05/09/2022					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47545	ADAMS HUB - ARTS & CULTURE M	P-CARD OTP VENDOR		05/12/2022	05/16/2022	05/23/2022	25.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	25.00	
6508	*****7554	David Peterson	7200	062022	Released	2022/11	203.11
GL Effective Date: 05/09/2022		Invoice Date: 05/09/2022					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47770	LA BAKERY - INTERLOCAL CC PA	P-CARD OTP VENDOR		05/13/2022	05/16/2022	05/23/2022	45.97
47771	THAI BASIL - CTA & TRAVEL NV	P-CARD OTP VENDOR		05/16/2022	05/18/2022	05/23/2022	57.35
48403	MIGUELS - CTA & RSCVA PRE-IP	P-CARD OTP VENDOR		06/01/2022	06/02/2022	06/06/2022	99.79
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	103.32	
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	99.79	

City of Carson City

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6524	*****6540	STUART WEXLER	7200	062022	Released	2022/11	885.16

GL Effective Date: 05/09/2022 Invoice Date: 05/09/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
47976	HOLIDAY INN - HOSTED WRITER	P-CARD OTP VENDOR		05/22/2022	05/24/2022	05/31/2022	192.00
48310	TRAVELOCITY - 2022 IPW FLIGH	EXPEDIA, INC		05/31/2022	06/01/2022	06/06/2022	44.56
48311	UNITED - 2022 IPW FLIGHT	P-CARD OTP VENDOR		05/31/2022	06/02/2022	06/06/2022	17.00
48312	UNITED - 2022 IPW FLIGHT	P-CARD OTP VENDOR		05/31/2022	06/02/2022	06/06/2022	17.00
48313	UNITED - 2022 IPW FLIGHT	P-CARD OTP VENDOR		05/31/2022	06/02/2022	06/06/2022	614.60

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	885.16

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6527	*****1023	LYDIA BECK	7200	062022	Released	2022/11	303.86

GL Effective Date: 05/09/2022 Invoice Date: 05/09/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
48006	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		05/24/2022	05/24/2022	05/31/2022	189.00
48357	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		06/01/2022	06/02/2022	06/06/2022	64.95
48358	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		06/02/2022	06/02/2022	06/06/2022	0.52
48359	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		06/03/2022	06/03/2022	06/06/2022	0.39
48360	PREMIUM BEAT - Toxic Stomp b	P-CARD OTP VENDOR		06/02/2022	06/03/2022	06/06/2022	49.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	303.86

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6565	*****8237	DEBRA SOULE	7200	072022	New	2022/12	108.11

GL Effective Date: 06/13/2022 Invoice Date: 06/13/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
48457	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		06/08/2022	06/09/2022	06/13/2022	98.11
49118	PAYPAL SIERRAARTSF - Purcha	P-CARD OTP VENDOR		06/17/2022	06/20/2022	06/27/2022	10.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500601	OFFICE SUPPLIES		Y-Apprv	N	98.11
999	227500	P-CARD CLEARING		N	N	10.00